

# SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

# SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL/SUPERVISORY)



State of California  
**DEPARTMENT OF  
JUSTICE**  
P.O. BOX 944255  
Sacramento, CA 94244-2550

## OPEN - SPOT - SACRAMENTO

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CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED  
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT  
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW  
OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**FINAL FILING DATE** **NOVEMBER 15, 2005** – Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered, faxed or received via interoffice mail **after** the final filing date **will not** be accepted for any reason.

**HOW TO APPLY** Examination applications (Form STD 678) may be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov). Applications must be mailed to or filed in person with:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1st Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR BY E-MAIL.**

**SPECIAL TESTING ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

<b>SALARY RANGE</b>	Systems Software Specialist I (Technical)	\$4731 - \$5753
	Systems Software Specialist II (Technical)	\$5196 - \$6316
	Systems Software Specialist II (Supervisory)	\$5196 - \$6316

**ELIGIBLE LIST INFORMATION** An Open eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Positions exist with the Department of Justice in Sacramento.

**CROSS-FILING INFORMATION** If you meet the entrance requirements for both the Systems Software Specialist II Technical and Systems Software Specialist II Supervisor, you may file for both examinations on a single application.

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SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)	LM60-1587	5JU64
SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL/SUPERVISORY)	LM58-1558/LM55-1373	5JU65-01/02

**BULLETIN RELEASE DATE:** October 28, 2005

**LF**

**FINAL FILING DATE:** November 15, 2005

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

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All applicants must meet the education and/or experience requirements for this examination by the final filing date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM  
QUALIFICATIONS**

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Experience in California state service applied toward the "General Experience Pattern" must include at least one year of qualifying experience performing the duties of a class at a level of responsibility not less than that in the promotional pattern.

**SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)**

**Either I**

One year of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

**Or II**

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent systems programming, leadership over a group of systems software programmers, or participation on software project teams.

**Or III**

Thirty semester units or 45-quarter units of graduate work in information technology-related coursework from a recognized college or university.

**SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)**  
**SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)**

**Either I**

One year of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical) or a Systems Software Specialist I (Supervisory).

**Or II**

Two years of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

**Or III**

Three years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent responsibility as a leader on systems software projects, or as a technical specialist on complex technology systems.

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THE POSITIONS

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

Under general supervision, acts as a leader on systems software projects, and/or works independently as a technical specialist on complex systems assignments. This is the advanced specialist level.

SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)

Under general supervision, acts as a team leader on the more complex systems software projects, and/or works independently as a high-level technical specialist on the more complex systems assignments. This is the expert specialist level.

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Under general supervision, act as a supervisor on the more complex software systems or systems software projects.

EXAMINATION  
INFORMATION

Competitors who meet the requirements for admittance to the examination will be required to complete a Training and Experience Questionnaire designed to explore education and experience related to the Systems Software Specialist classifications. The questionnaire will be evaluated by using predetermined rating criteria.

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. It is anticipated that the Training and Experience Questionnaire will be mailed in December 2005.

**This examination will consist of a Training and Experience Questionnaire – Weighted 100%.**

This testing component measures the following knowledge.

SYSTEMS SOFTWARE SPECIALIST I

KNOWLEDGE OF:

- 1. Technical computer system problems
- 2. Systems development and/or maintenance
- 3. Testing of Information Technology systems

SYSTEMS SOFTWARE SPECIALIST II (Including all of the above and)

- 4. Capacity, performance, and system monitoring
- 5. Leadership skills

Supervisor Only (Including all of the above)

- 6. Supervisory skills

VETERANS  
PREFERENCE

Veterans Preference Credits will be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

## **GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice ([www.ag.ca.gov](http://www.ag.ca.gov)), the State Personnel Board ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039